

***NOTICE OF VACANCY***  
***MPO Coordinator and/or Planner***

**NOTICE OF VACANCY IS HEREBY GIVEN** for a full time DeKalb/Sycamore Area Transportation Study (DSATS) MPO Coordinator and/or Planner. This position is responsible for managing the grants the County of DeKalb receives for DSATS operations as they relate to the completion of projects and activities associated with the DSATS, the Metropolitan Planning Organization (MPO) for the DeKalb Urbanized Area, to provide long and short term strategies for comprehensive, cooperative and continuing transportation planning for the DeKalb-Sycamore area.

The position of MPO Coordinator / Planner is a full-time management position under the direct supervision of the DSATS Director. The position is required to work a forty hour work week with periodic overtime, including evenings, weekends, and odd hours. Occasional travel of distance is also required. This position works in an office environment with some fieldwork and routinely handles highly sensitive and/or confidential information, and will represent the MPO, the County, and its member jurisdictions in a variety of capacities. This position is covered by the rules and regulations found in the DeKalb County Employee Personnel Policy and by the provisions established in the DSATS Intergovernmental Agreement and Bylaws.

Please see the attached job description for the following information:

- Examples of Major Responsibilities and Duties
- Knowledge, Skills and Abilities Required
- Equipment Used
- Minimum Qualifications Required

Salary is commensurate with experience.

Applicants meeting the minimum qualifications are invited to submit an application to the DSATS Director, 1826 Barber Greene Road, DeKalb, Illinois 60115 or at [dsats@dekalbcounty.org](mailto:dsats@dekalbcounty.org).

Applications are available online at <https://dekalbcounty.org/job-opportunities>.

**Applications are REQUIRED, resumes may be included. Position is Open until filled.**

## COUNTY OF DEKALB JOB DESCRIPTION

**POSITION TITLE:** MPO Coordinator

**POSITION TYPE:** Salaried Full-Time, FLSA Exempt

**POSITION SALARY:** \$20.73 - \$29.85 per hour

**WORK LOCATION:** 1826 Barber Greene Road, DeKalb, IL 60115

**CLOSING DATE:** Open until filled

### POSITION SUMMARY:

The MPO Coordinator is responsible for coordinating the completion of projects, activities, and grant reporting associated with the DeKalb-Sycamore Area Transportation Study (DSATS), the Metropolitan Planning Organization (MPO) for the DeKalb Urbanized Area, to provide long- and short-term strategies for comprehensive, cooperative and continuing transportation planning for the DeKalb-Sycamore area.

### POSITION CONTEXT:

This position is assigned to the DeKalb County Highway Department, in the context of serving as staff to the MPO program administered through the County Engineer. The MPO Coordinator is a full-time management position under the direct supervision of the County Engineer. The position is required to work a forty-hour work week with periodic overtime, including evenings, weekends, and odd hours. Occasional travel of distance is also required. This position works in an office environment with some fieldwork. This position routinely handles highly sensitive and/or confidential information, and will represent the County, the MPO, and its member jurisdictions in a variety of capacities. This position is covered by the rules and regulations found in the DeKalb County Employee Personnel Policies and by the provisions established in the DSATS Intergovernmental Agreement and bylaws.

### EXAMPLES OF MAJOR RESPONSIBILITIES AND DUTIES:

**Administration:** Coordinate, create, and publish DSATS publications and reports; serve as a staff resource at various DSATS committee meetings; create programs to increase public awareness and input into the transportation planning process.

**Planning:** Advise the general public, appointed and elected officials, state and federal representatives, etc. regarding transportation issues of local and regional interest; develop transportation plans for the DSATS urbanized area; conduct specialized transportation studies, and develop recommendations for potential implementation by the MPO and/or its member agencies and jurisdictions.

**Other Projects:** Periodically coordinate or respond to special projects as assigned by the DSATS Director or by the MPO Policy Committee Chair.

## **MINIMUM QUALIFICATIONS REQUIRED:**

**Education:** Bachelor's degree in urban planning, geography, or related field required. Master's degree and/or continued education and professional development with particular emphasis in transportation planning preferred.

**Experience:** Three to five years of full-time professional experience in a comparable municipal or regional planning environment or related field preferred. Master's degree and/or continued education in urban planning, transportation planning, geography, or related field may count toward experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:**

- Experience with the Federal 3-C transportation planning process, and in the preparation and implementation of transportation plans, programs and policies.
- Knowledge of federal and state transportation legislation, statutes and policies.
- Ability to work with the general public as well as elected and appointed officials from local, state, and federal government agencies.
- Excellent oral and written communication skills, including the ability to make public presentations and to prepare comprehensive reports.
- Experience in grant writing and grant management.
- Experience in the preparation, maintenance, and administration of various municipal and regional community development and transportation plans, policies, and programs.
- Experience in the design and maintenance of planning-related databases, and operational ability with related data processing hardware and software including Geographic Information Systems.
- Ability to perform minor website maintenance.
- Ability to work independently, as a team leader and as a team member.
- Ability to maintain highly confidential and sensitive information and materials.
- Ability to plan and complete projects within established deadlines and commitments.
- Ability to undertake complex research and analysis.

## **EQUIPMENT USED:**

General office equipment including personal computers, peripherals, and various software. Occasional field work to deploy traffic counters and other projects and necessary.

**CLOSING DATE:** Open until filled

## **HOW TO APPLY:**

Applicants meeting the minimum qualifications are required to submit an Application, Resume, and Cover Letter by email to [dsats@dekalbcounty.org](mailto:dsats@dekalbcounty.org) or by mail to:

DSATS Director  
1826 Barber Greene Road  
DeKalb, IL 60115

The General County Application is located at: <https://dekalbcounty.org/job-opportunities/>